

## **CITY OF COVINGTON BACKUP ASSISTANCE PROGRAM PROCEDURES**

The City of Covington and Sanitation District No. 1 have combined resources to help Covington property owners who have experienced wet weather sewer backups in their homes or businesses.

SD1's Backup Assistance Program is designed to provide financial relief to property owners dealing with wet weather sewer backups in their homes or businesses. It provides up to \$10,000 in assistance per approved property for installing a "backup solution" – a mechanical device that can prevent wet-weather backups. A typical solution costs less than \$5,000.

Covington Property Owners who have experienced a wet weather sewer backup in their home or business are eligible to participate in the City of Covington Backup Assistance Guarantee Program that will provide basement cleanout and other services if the backup solution fails.

### **The procedure:**

**If you have experienced** wet weather sewer backup in your home or business and wish to participate in the programs, apply by submitting a completed application for the City of Covington Backup Assistance Guarantee Program AND a signed Sanitation District No. 1 Backup Assistance Program Agreement.

**Application review and acceptance.** The City of Covington will review the applications and confirm that the "backup solution" will address your basement flooding, send you an acceptance letter and forward the completed Sanitation District No. 1 Backup Assistance Program Agreement to SD1. If the City has no record of prior flooding at your address the City may require an investigation of the cause of the flooding. The City of Covington will assign a "case manager" – a point of contact - who will work with you during this process and be available to help with your questions.

**Authorize installation work to begin.** Once you receive an acceptance letter, you are responsible for overseeing the installation of the backup solution. Your plumber may require you to provide a copy of your program acceptance letter before beginning work. Your plumber is responsible for obtaining all necessary permits and inspections.

**Sign and submit an Application for Financial Assistance.** Once you are satisfied with your plumber's work and installation is complete, fill out the Application for Financial Assistance and sign the Release of Claims. Return the Application for Financial Assistance, Release of Claims, Plumber's Inspection Form and an itemized final invoice from your qualified plumber to SD1 and notify the City of Covington requesting an inspection.

**An Inspection.** The City of Covington will contact you to schedule an inspection of the installed backup solution before the financial assistance is released. Upon receipt of approval from the City of Covington, SD1 will send a check along with a letter approving eligible expenses and explaining that your signed Backup Assistance Agreement and Release of Claims have been filed with your county clerk.

**The Guarantee will go into effect.** The City of Covington will sign and deliver the Covington Backup Assistance Program Guarantee Agreement for your newly installed "backup solution"